

# JULY 2008

## Army Project Office

### CONTRACTOR VERIFICATION SYSTEM (CVS) MONTHLY UPDATE

To: Installation Points-of-Contact, Trusted Agent Security Managers, & Trusted Agents

From: Army Service Point of Contact (Army DEERS/RAPIDS Project Officer)

---

This is the fourth in a series of monthly CVS updates focusing on matters of interest to Army IPOCs/TASMs/TAs.

These updates are intended to provide up to date information and/or clarification of policy and procedural issues related to your CVS operations. Widest dissemination of this information to all TASMs and TAs within your area of responsibility is requested.

#### **Army CVS Support:**

- Revised CVS Training slides incorporating CVS Revision 2.05 changes and information included in this newsletter are now available through the CVS folder on AKO: <https://www.us.army.mil/suite/kc/10342268>
- **Primary TASMs:** To verify CVS Newsletter distribution, please confirm receipt of this Newsletter by sending an email to Ms. Enid Torretti at [enid.torretti@us.army.mil](mailto:enid.torretti@us.army.mil)
- **CVS SiteID and TASM Requests should be submitted via DIGITALLY SIGNED AND ENCRYPTED email to Ms. Enid Torretti, cc: Mr. Eves & Ms. Jackson.**
- **Requests for CVS Training should be submitted to Ms. Daphne Jackson, cc: Mr. Eves & Ms. Torretti.**
- All CVS inquiries may be addressed to any CVS Team member.
  - Robert (Bob) Eves  
Phone: 703-325-0378; DSN: 221-0378  
Email: [bob.eves@us.army.mil](mailto:bob.eves@us.army.mil)
  - Daphne Jackson  
Phone: 703-325-2538; DSN: 221-2538  
Email: [daphne.l.jackson@us.army.mil](mailto:daphne.l.jackson@us.army.mil)
  - Enid Torretti  
Phone: 703-325-9046; DSN: 221-9046  
Email: [enid.torretti@us.army.mil](mailto:enid.torretti@us.army.mil)

***Note: Please do not expect that email submitted to former members of the CVS Team or the NETCOM IA-CAC/PKI Help Desk will be forwarded to current CVS team members.***

**DoD IG Audit, subject: Controls Over the Contractor Common Access Card Life Cycle Preliminary Findings:**

- **CVS TASMs and TAs:** The Army had 24 TASMs and 78 TAs identified as contractors. **CVS TASMs and TAs are required to be a DoD uniformed service member or DoD civilian working for the Department of the Army. Contractors CANNOT be assigned TASM or TA responsibilities.**

\*\*\* A significant number of these TASMs and TAs left government positions for positions with contractor companies, BUT WERE NOT REMOVED FROM THEIR TRUSTED CVS ROLES. CVS IPOCs and/or Primary TASMs should aggressively manage their SitelD infrastructure to insure trusted roles within the SitelD are filled by qualified personnel assigned to that SitelD.

- **Background Vetting:** In accordance with HSPD – 12 requirements, a CVS TA must VERIFY that an FBI 10 point fingerprint check has been completed without adverse comment, and a NACI or equivalent has been initiated (SF-85 or 85P completed and submitted to OMB) prior to approving the contractor CAC application.
- **CAC Expiration Dates:** The Office of the Secretary of Defense Memorandum signed by USD (P&R) and the DoD Chief Information Officer, Subject: Common Access Card (CAC)-Changes, of April 18, 2002, provides the following guidance concerning Expiration Dates: “CACs will be issued for a period of 3 years or the individual’s term of service, employment, or association with DoD, whichever is earlier.” The DoD IG interpreted that guidance very conservatively, and until further CAC Expiration Date policy guidance is provided by DoD, the following guidance shall be used in completing the “Contract End Date’ data field on the CVS contractor application:
  - *Non-deploying contractors:* Enter the end date of the current contract period of performance. The end date of an optional period of performance may only be used if the government has exercised that option.
  - *Deploying contractors:* Enter the deployment end date.

\*\*\* CACs issued prior to receipt of this newsletter with expiration dates that exceed the guidance above SHALL NOT be reissued, but should be monitored closely using the reverification process to ensure continued contractor need for the CAC.

\*\*\* Through separate correspondence, DEERS/RAPIDS Site Security Managers (SSM) and Verifying Officials (VO) have been directed to issue contractor CACs only through the end date established in the contractor record by the approved CVS application.

- **Reverification:** CVS reverification actions did not have sufficient evidence to support the contractors’ continued need for CACs. Army CVS TAs shall require electronic confirmation from the contractor company that the individual contractor has a continued need for the CAC. This confirmation may be an email or may be a recurring report from the contractor company updating the list of contractors

providing support. Electronic documentation should be retained until superseded by a subsequent report, or the CAC expires or is revoked.

- **Recovery of Contractor CACs:** DoD Policy Memoranda do not outline specific procedures for collecting revoked or expired CACs. CACs are government property. Government property no longer required by the contractor company must be returned to the government. Until CAC Recovery policy guidance is provided by DoD, Army CVS TAs shall initiate CAC Recovery efforts for all CACs that expire or are revoked. Contractor companies should recover and return to the TA or COR all expired or revoked contractor CACs

***CVS TASM/TA Certification Courses: Advanced warning of the lockdown has been promised, but a specific date has not yet been provided. If a TASM also performs TA duties, the TASM will need to complete both the TASM and TA Certification Training courses. Once a TASM or TA has “enrolled” in the training, they have 90 DAYS TO COMPLETE the courses. An individual must have a TASM or TA account established in CVS prior to enrolling in certification courses.***

This training can be accessed by selecting the "Training Courseware" link from the "Quick Links" section of the CVS TASM or TA home pages. It is also available via the DMDC Learning (LMS) Site: <https://learning5.dmdc.osd.mil/html/index.jsp>.

Login to this site can be accomplished by CAC. Accessibility to the certification courses will be determined by the CVS trusted role the individual holds; CVS001-CVS003 for TAs, and CVS001-CVS004 for TASMs. The DMDC CVS Program office identifies these certification courses as the minimum requirement for accessing the application, but acknowledges *the courses do not provide the detail afforded by the Army CVS Team in its CVS VTC Training.*

**\*\*\* ATTENTION \*\*\*:** Following TA approval and DEERS/RAPIDS issuance of a second CAC for a contractor, it is possible that a TA will see two line item entries for that contractor on their “Browse CACs – Approved Apps where CAC Issued” page. If the Card Status for both entries is “VALID”, DO NOT attempt to REVOKE the obsolete entry. *Doing so will cause the current CAC PKI certificates to be revoked.* Use the REVOKE option ONLY when a contractor’s relationship with DoD/DA has been terminated. When in doubt, contact the Army CVS Team.